

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 25 July 1951

FROM : [REDACTED]

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SUBJECT: Survey Pertaining to the Proposed Transfer of Shipping Functions.

1. On 20 July 1951 [REDACTED] Chief, Administrative Staff, Office of Special Operations, was contacted regarding his memorandum dated 9 July 1951, subject: Transfer of Shipping Branch. [REDACTED] stated that in his opinion the Shipping Branch should not be transferred to the Procurement Office for the following reasons:

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a. Some difficulties are now being encountered in connection with the procurement of supplies for O/SO and if the shipping functions are made a responsibility of Procurement further difficulties could be expected. In this connection [REDACTED] pointed out that both the Procurement Office and the Shipping Branch are possibly understaffed.

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b. If the Shipping Branch functions are transferred to the Procurement Office the determination as to "priority of shipments" would present a problem and could result in considerable difficulties.

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c. Under the present procedures [REDACTED] is able to check to determine whether any delays are due to the procurement of the items or the shipment of same. However, if these functions are under one office he feels that this could not be done.

d. Difficulties would be encountered in connection with the transfer of personnel overseas by air since baggage must accompany the individuals on the same plane. [REDACTED] is of the opinion that it would be more efficient if one office handles both the transportation and shipping functions. He also stated that if the shipping functions are transferred to the Procurement Office it would work a hardship on the travelers since they would have to contact both the Transportation Division and the Procurement Office in order to make necessary arrangements. It was pointed out to [REDACTED] that under the proposed procedures it would be necessary for the Transportation Division to obtain information concerning the shipment

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of household goods, including cars, at the same time transportation information is obtained and coordinate this with the Procurement Office for shipping action. [REDACTED] further stated that he believes that personnel going to and returning from overseas stations have to contact too many offices in order to be processed. In his opinion there should be one place designated for these personnel to be completely processed.

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2. The advantages and disadvantages of transferring the shipping functions from the Transportation Division, Administrative Services Office, to the Control Group, Procurement Office, as reflected in Exhibit A of the survey were discussed with Mr.

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[REDACTED] Even though he questioned the validity of the advantages of the proposed transfer he was quite frank to admit that some of his objections to the proposed transfer of the Shipping Branch are possibly not valid from a management standpoint.

3. It is not believed that the comments made by [REDACTED] merit changing the recommendations contained in a memorandum to the Deputy Director (Administration) dated 27 June 1951, subject: Survey Pertaining to the Proposed Transfer of Shipping Functions.

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